

8 December 80

Dear Carole:

I was away when this issue came out, and so could not make your 30 November deadline.

NTL This was a good issue, on the whole, without more Blue-Sky than one could expect from such a subject. Some themes were familiar: [redacted] was confidently predicting the paperless office and the direct link from Station to Files more than 20 years ago. [His enthusiasm for computers was in direct proportion to his ignorance of the facts of life where records management was concerned.] Others, such as the way in which cables are expedited, were less so.

The magazine suffers from an ailment common to all house organs - it is primarily Show & Tell, rather than a vehicle for exchange of ideas. We tried, when the idea was new, to get permission for a magazine in which we could toss out an idea, such as "What's Wrong With Fitness Reports?", and have the next issue devoted to passionate discussions, pro and con. The suggestion was shot down forthwith. I still think it's a good one. We have a great many capable and intelligent people here, and the ideas they would be likely to generate would be worth reading.

I don't think that our most recent bout of self-consideration, which lead to the solemn conclusion that we are the best-managed agency in government, is worth more than the hoot of laughter which it evoked. Neither have I much respect for the new procession of AWP's, PAR's, and the like which try to put this Agency on precisely the same footing as all other elements of our government. I believe that a genuine discussion, at the working level, would have generated something worth consideration. And fitness reports, to say nothing of the whole evaluation system, are only the beginning.

I am leaving the Agency, after 25 years, and I wish you well. I hope that you can inject an element of comment in future issues. They would be proof positive that previous issues have been read, and you wouldn't have to rely on the dubious litmus paper of questionnaires.

As a future theme, may I suggest a picture sequence of some of our more picturesque people, like the guards? We have one traffic controller who is a very Nijinsky. A series of candid's would make a delightful centerfold.

STATINTL

Best wishes,
[redacted]

DDA EXCHANGE READER SURVEY

Each reader of this issue is requested to take a few minutes to answer the following questions. Your responses will help the Editors evaluate the acceptance and usefulness of *Exchange*. Please fold the completed survey form and staple it so the address on the reverse side shows, then forward it through internal mail. *Survey responses should be mailed by 13 May 1977.* Results of the survey will be included in a future issue of *Exchange*.

Please circle the letter corresponding to the most appropriate answer.

1. How much of *Exchange* do you normally read?
a) All articles b) Most articles c) An article or two d) Usually don't read it
2. To what degree has *Exchange* increased your understanding of the Directorate?
a) Very high b) High c) Moderate d) Low
3. How do you rate *Exchange* as a source of information?
a) Excellent b) Good c) Poor d) Very poor
4. In what ways is this information useful to you? (Circle all which apply.)
a) As applies to your job or Office activities b) As applies to your career development c) As background information d) Other: _____
5. Do you feel the average length of the publication is:
a) Too short b) About right c) Too long
6. Would you prefer that *Exchange* be published:
a) More frequently b) As is [quarterly] c) Less frequently d) Not at all
7. What is your opinion of the general quality of *Exchange*? (writing style, readability, conveyance of message)
a) Very high b) High c) Low d) Very low
8. What topics or subject areas do you suggest for future publication?

9. Please add any comment or suggestion pertaining to the publication of *Exchange*.

10. Please check one item in each of the following categories:
Your grade: GS-14 or above _____ GS-10 thru 13 _____ GS-9 or below _____
Office of Assignment: OC ___ ODP ___ OF ___ OL ___ OMS ___ OP ___ OS ___ OTR ___ O/DDA ___ Other _____

(PLEASE FORWARD COMPLETED RESPONSE BEFORE 13 MAY 1977.)

DDA EXCHANGE
REGULAR DISTRIBUTION
APRIL 1977

DDA OFFICES - Sent to Senior Editors

O/DDA	36
OC	35
ODP	65
OF	24
OL	40
OMS	30
OP	50
OS	40
OTR	30

TOTAL DDA OFFICES (Sent to Senior Editors for distribution)	350
---	-----

OTHER OFFICES - Generally sent to senior DDA careerist serving
in each office

NIO	1
DDI (15 addressees)	17
DDO (15 addressees)	54
DDS&T (8 addressees)	73
DCI (8 addressees)	12

OTHER

IC Staff	2
Training aids (OTR)	45
G&VA	5
Archives	1
Library	1
HIC Library	1

GRAND TOTAL

562

STATINTL

Approved For Release 2001/08/14 : CIA-RDP86-00114R000100090005-6

Approved For Release 2001/08/14 : CIA-RDP86-00114R000100090005-6

DDA EXCHANGE READER SURVEY

CHARACTERISTICS

Questions 5, 6, and 7

Do you feel the average length of the publication is--

4% Too short
85% About right
11% Too long

Note: Some responses that the publication is too long included suggestion that it be published more frequently.

Would you prefer that Exchange be published--

18% More frequently	} 85%
67% As is (quarterly)	
8% Less frequently	
8% Not at all	

Note: Of the 20 (8%) "not at all", 6 were from OS and 5 from "other" (including those who did not identify office)

What is your opinion of the general quality of Exchange?

13% Very high
86% High or Very high

INTERPRETATION:

Better than 85% of the responses support the present standards of length, timing, and quality.

DDA EXCHANGE READER SURVEY

EFFECTIVENESS

Questions 2, 3, and 4

The purpose of Exchange is:

A publication designed to furnish a medium for the exchange of ideas, concepts, information, and techniques that are of common interest to the personnel who are engaged in resource management in the Directorate of Administration.

To what degree has Exchange increased your understanding of the Directorate?

28% responded very high or high
86% responded moderate through very high

Note: Some slight variations are shown between grade levels.

How do you rate Exchange as a source of information?

17% indicated excellent
83% indicated excellent or good

Note: There is considerable differences among offices. ODP, OS, and OTR indicate range of 68%-70% for excellent or good or conversely 30% to 32% characterize magazine as poor or very poor.

In what ways is this information useful to you?

21% identified it as job/office related
13% identified it as related to career development
86% identified it as background information

INTERPRETATION:

Better than 80% of the responses indicate in positive terms that Exchange is effectively achieving its purpose.

SELECTIONS

COMMENTS OR SUGGESTIONS PERTAINING
TO THE PUBLICATION OF EXCHANGE

Very little substance--a glossy showpiece--eliminate it.

Let the Exchange cover topics outside DDA and the office.

Shorten and publish more frequently, i.e., every two months. Currently, many people do not take time to read it.

Do not believe the cost in dollars and employee time can be justified by the final product which is of very limited interest.

Put in pictures of the authors of the articles.

What does the history of the CB radio have to do with the Agency and DDA/OC, and how does this relate to the DDA? Most of the articles relate directly to the DDA and the Agency.

Very interesting--keep up the good work.

Re-write articles might help--leads are poor or non-existent and don't encourage going on--this kind of item doesn't need to be so slick and expensive--more of a house organ might be better.

Keep up the excellent work. I enjoy reading the Exchange very much.

How much does Exchange cost the taxpayer?

Most articles deal with the successful project, task, effort, etc., and avoid shortcomings, omissions and mistakes that are bound to occur in any organization. This tends to give the Exchange the appearance of a propaganda organ. The negative as well as the positive should be broached in the articles to present a more realistic overall picture of the DDA. We can learn from our mistakes as well as our successes.

STATINTL

Style is too formal, bureaucratic, pedantic. Would like to see shorter articles containing less standard "UGS" phrases. Enjoyed [REDACTED]
[REDACTED] (Apr 77).

***Every tenth response from 122 comments/suggestions made in Reader Survey.

SELECTIONS

TOPICS OR SUBJECT AREAS
SUGGESTED FOR FUTURE PUBLICATION

None at present--but suggest that a form be included in each publication to allow suggestions to be forwarded easily.

Suggest future issues include brief function highlights of various divisions and branches within DDA (limit 2 pages).

Progress/updates on newly developed or developing systems or newly installed programs (i.e., security [badges], Logistics computer systems, SAFE, even GAS).

More internal workings of DDA.

Parking. Why not a tunnel from West Lot? Off Campus Education Program, Alcohol Program, cafeteria prices.

Discontinue publication and increase verbal communication.

Why does it take so long to get anything through Procurement Division? Why is the response time for most logistical services so long? Has an article been done yet about the General Accounting System (GAS)? What is the status of the new badge machine?

More about employee benefits.

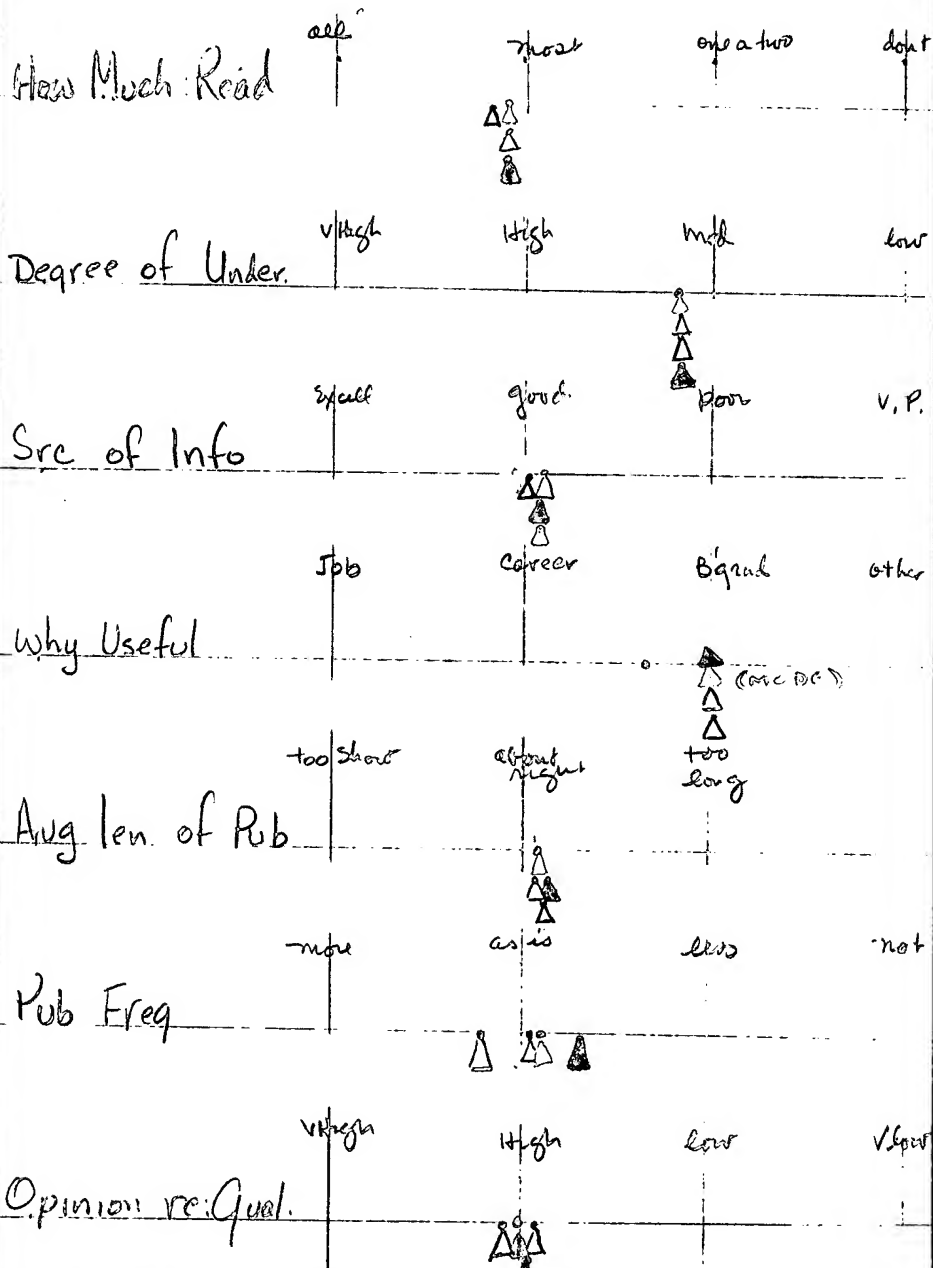
More personal examples of how DDA people support other Directorates, i.e., an Administrative Officer in DDI or S&T office, a Chief of Support overseas. How do they, as individuals, contribute to the mission of CIA?

Bio's on DDA and/or Agency personnel, significant events, changes, etc., (past and/or future).

DDA news! (i.e., organizational changes--assignments to key positions--DDA policy projections, changes, etc.)

***Every tenth response from 115 suggestions made in Reader Survey.

Response averages at 5/6/77



QUESTION	GRADE	RESPONSES								TOTAL
1. How much of Exchange do you normally read?		All articles		Most articles		An article or two		Usually don't read it		
		#	%	#	%	#	%	#	%	
	GS-14 & above	29	27.9	56	53.9	16	15.4	3	2.9	104
	GS-10 thru 13	38	38.4	49	49.5	8	8.1	4	4.0	99
	GS-09 & below	16	26.7	32	53.3	10	16.7	2	3.3	60
	TOTAL	83	31.6	137	52.1	34	12.9	9	3.4	263
2. To what degree has Exchange increased your understanding of the Directorate?		Very high		High		Moderate		Low		
		#	%	#	%	#	%	#	%	
	GS-14 & above	2	1.9	22	21.4	61	59.2	18	17.5	103
	GS-10 thru 13	1	1.0	29	29.3	59	59.6	10	10.1	99
	GS-09 & below	0	0	20	33.3	32	53.3	8	13.3	60
	TOTAL	3	1.2	71	27.1	152	58.0	36	13.7	262
3. How do you rate Exchange as a source of information?		Excellent		Good		Poor		Very poor		
		#	%	#	%	#	%	#	%	
	GS-14 & above	16	15.4	66	63.5	18	17.3	4	3.8	104
	GS-10 thru 13	18	17.8	69	68.3	9	8.9	5	4.9	101
	GS-09 & below	11	18.3	41	68.3	5	8.3	3	5.0	60
	TOTAL	45	17.0	176	66.4	32	12.1	12	4.5	265
4. In what ways is this information useful to you? *		As applies to your job or Office		As applies to career development		As background information		Other:		
		#	%	#	%	#	%	#	%	
	GS-14 & above	14	13.5	6	5.8	89	85.6	14	13.5	123
	GS-10 thru 13	28	28.2	15	15.2	88	88.9	6	6.1	137
	GS-09 & below	13	21.7	12	20.0	48	80.0	8	13.3	81
	TOTAL	55	20.9	33	12.6	225	85.6	28	10.7	341
5. Do you feel the average length of the publication is:		Too short		About right		Too long				
		#	%	#	%	#	%	#	%	
	GS-14 & above	4	4.0	83	83.0	13	13.0			100
	GS-10 thru 13	1	1.0	86	87.8	11	11.2			98
	GS-09 & below	5	8.5	50	84.8	4	6.8			59
	TOTAL	10	3.9	219	85.2	28	10.9			257
6. Would you prefer that Exchange be published:		More frequently		As is (quarterly)		Less frequently		Not at all		
		#	%	#	%	#	%	#	%	
	GS-14 & above	7	6.8	71	68.9	14	13.6	11	10.7	103
	GS-10 thru 13	18	18.2	71	71.7	4	4.0	6	6.1	99
	GS-09 & below	22	37.3	32	54.2	2	3.4	3	5.1	59
	TOTAL	47	18.0	174	66.7	20	7.7	20	7.7	261
7. What is your opinion of the general quality of Exchange? (writing style, readability, conveyance of message)		Very high		High		Low		Very Low		
		#	%	#	%	#	%	#	%	
	GS-14 & above	14	12.8	76	69.7	18	16.5	1	.9	109
	GS-10 thru 13	10	10.2	75	76.5	11	11.2	2	2.0	98
	GS-09 & below	11	18.0	45	73.8	4	6.6	1	1.6	61
	TOTAL	35	13.1	196	73.1	33	12.3	4	1.5	268

TRAINING RESULTS - FINAL

office OC Grade level

No of responses		week ending <u>5/13</u>	
	a	b	c
1. How much read?	$\begin{array}{r} 5 \\ 8 \\ 1 \\ \hline 14 \end{array}$	$\begin{array}{r} 5 \\ 4 \\ 2 \\ \hline 11 \end{array}$	$\begin{array}{r} 5 \\ 4 \\ 2 \\ \hline 11 \end{array}$
2. Degree of Underst.	$\begin{array}{r} 2 \\ 4 \\ 2 \\ \hline 8 \end{array}$	$\begin{array}{r} 8 \\ 8 \\ 1 \\ \hline 17 \end{array}$	$\begin{array}{r} 8 \\ 8 \\ 1 \\ \hline 17 \end{array}$
3. Source of info	$\begin{array}{r} 1 \\ 1 \\ 1 \\ \hline 3 \end{array}$	$\begin{array}{r} 8 \\ 10 \\ 2 \\ \hline 20 \end{array}$	$\begin{array}{r} 2 \\ 1 \\ 0 \\ \hline 3 \end{array}$
4. Way useful to you	$\begin{array}{r} 1 \\ 4 \\ 2 \\ \hline 7 \end{array}$	$\begin{array}{r} 0 \\ 2 \\ 0 \\ \hline 2 \end{array}$	$\begin{array}{r} 10 \\ 11 \\ 3 \\ \hline 24 \end{array}$
5. Avg length of Pub	$\begin{array}{r} 1 \\ 0 \\ 0 \\ \hline 1 \end{array}$	$\begin{array}{r} 9 \\ 12 \\ 3 \\ \hline 24 \end{array}$	$\begin{array}{r} 1 \\ 0 \\ 0 \\ \hline 1 \end{array}$
6. Pub Frequency	$\begin{array}{r} 1 \\ 1 \\ 1 \\ \hline 3 \end{array}$	$\begin{array}{r} 8 \\ 11 \\ 2 \\ \hline 21 \end{array}$	$\begin{array}{r} 1 \\ 0 \\ 0 \\ \hline 1 \end{array}$
7. Opinion re Qual	$\begin{array}{r} 1 \\ 1 \\ 0 \\ \hline 2 \end{array}$	$\begin{array}{r} 10 \\ 10 \\ 3 \\ \hline 23 \end{array}$	$\begin{array}{r} 1 \\ 1 \\ 0 \\ \hline 2 \end{array}$

8. Topics for future pub

9. Addl Comments/Sugg

Office ODP Grade level

no. of responses		22		week ending			
	a	b	c	d			
1. How much read?	$\frac{104}{5}$ 22.7	$\frac{372}{12}$ 54.6	$\frac{310}{4}$ 18.2	$\frac{010}{1}$ 4.6	7	9	6
					22		
2. Degree of underst.		$\frac{011}{2}$ 9.1	$\frac{275}{14}$ 63.6	$\frac{510}{6}$ 27.3	7	9	6
					22		
3. Source of info	$\frac{101}{2}$ 9.1	$\frac{175}{13}$ 59.1	$\frac{410}{5}$ 22.7	$\frac{110}{2}$ 9.1	7	9	6
					22		
4. Way useful to you	$\frac{012}{3}$ 13.6 11.1	$\frac{102}{3}$ 13.6 11.1	$\frac{495}{18}$ 81.8 66.7	$\frac{300}{3}$ 13.6 11.1	8	10	9
					27		
5. Avg length of Pub	$\frac{001}{1}$ 4.6	$\frac{395}{17}$ 71.3	$\frac{400}{4}$ 18.2		7	9	6
					22		
6. Pub Frequency	$\frac{113}{5}$ 21.7	$\frac{184}{13}$ 56.6	$\frac{200}{2}$ 8.7	$\frac{300}{3}$ 13.0	7	9	7
					23		
7. Opinion re Qual	$\frac{001}{1}$ 4.4	$\frac{295}{16}$ 69.6	$\frac{420}{6}$ 26.1		6	11	6
					23		

8. Topics for future pub

9. Addl Comments/Sugg

office _____ OF _____ Grade level _____

nr of responses		week ending	
26		5/13	
	a	b	c
1. How much read?	$\frac{2}{2}$ $\frac{2}{2}$ $\frac{2}{6}$ 23.1	$\frac{3}{9}$ $\frac{6}{18}$ 69.2	$\frac{1}{1}$ $\frac{0}{2}$ 7.7
2. Degree of Underst.		$\frac{1}{6}$ $\frac{2}{9}$ 34.6	$\frac{5}{5}$ $\frac{3}{13}$ 50.0
3. Source of info	$\frac{2}{4}$ $\frac{1}{7}$ 28.0	$\frac{2}{8}$ $\frac{7}{17}$ 68.0	$\frac{1}{0}$ $\frac{0}{1}$ 4.0
4. Way useful to you	$\frac{0}{4}$ $\frac{0}{4}$ 15.4	$\frac{0}{3}$ $\frac{2}{5}$ 19.2	$\frac{6}{10}$ $\frac{4}{20}$ 76.9
5. Avg length of Pub	$\frac{0}{0}$ $\frac{1}{1}$ 3.7	$\frac{6}{11}$ $\frac{7}{24}$ 88.9	$\frac{0}{2}$ $\frac{0}{2}$ 7.4
6. Pub Frequency	$\frac{0}{2}$ $\frac{4}{6}$ 23.1	$\frac{5}{10}$ $\frac{4}{19}$ 73.1	$\frac{1}{0}$ $\frac{0}{1}$ 3.8
7. Opinion re Qual	$\frac{1}{2}$ $\frac{2}{5}$ 19.2	$\frac{5}{10}$ $\frac{6}{21}$ 80.8	

8. Topics for future pub

9. Addl Comments/Sugg

Office OL Grade level

No. of responses <u>24</u>		week ending <u>5/13</u>	
1. How much read?	a	b	c
	$\frac{3}{9}$ $\frac{2}{14}$ 58.3	$\frac{4}{2}$ $\frac{3}{9}$ 37.5	$\frac{1}{0}$ $\frac{0}{1}$ 4.2
2. Degree of Underst.		$\frac{4}{4}$ $\frac{3}{11}$ 47.8	$\frac{2}{6}$ $\frac{2}{10}$ 43.5
3. Source of info	$\frac{3}{2}$ $\frac{2}{7}$ 29.2	$\frac{4}{8}$ $\frac{3}{15}$ 62.5	$\frac{1}{1}$ $\frac{0}{2}$ 8.3
4. Way useful to you	$\frac{2}{4}$ $\frac{3}{9}$ on 37.5	$\frac{0}{2}$ $\frac{1}{3}$ on 12.5	$\frac{7}{9}$ $\frac{5}{21}$ on 87.5
5. Avg length of Pub		$\frac{7}{10}$ $\frac{5}{22}$ 91.7	$\frac{1}{1}$ $\frac{0}{2}$ 8.3
6. Pub Frequency	$\frac{0}{3}$ $\frac{2}{5}$ 20.9	$\frac{8}{7}$ $\frac{3}{18}$ 75.0	$\frac{0}{1}$ $\frac{0}{1}$ 4.2
7. Opinion re Qual	$\frac{4}{1}$ $\frac{1}{6}$ 25.0	$\frac{3}{8}$ $\frac{4}{15}$ 62.5	$\frac{1}{2}$ $\frac{0}{3}$ 12.5

8. Topics for future pub

9. Addl Comments/Sugg

office OMS Grade level

No of responses		12		week ending 5/13	
1. How much read?	a	b	c	d	
	$\frac{1}{2}$ $\frac{1}{4}$	$\frac{0}{2}$ $\frac{1}{3}$	$\frac{3}{0}$ $\frac{1}{4}$	$\frac{1}{0}$ $\frac{0}{1}$	$\frac{5}{4}$ $\frac{3}{12}$
	33.3	25.0	33.3	8.3	
2. Degree of Underst.		$\frac{1}{1}$ $\frac{2}{4}$	$\frac{3}{1}$ $\frac{1}{5}$	$\frac{1}{1}$ $\frac{0}{2}$	$\frac{5}{3}$ $\frac{3}{11}$
		36.4	45.5	18.2	
3. Source of info	$\frac{0}{0}$ $\frac{0}{1}$	$\frac{3}{1}$ $\frac{3}{7}$	$\frac{1}{0}$ $\frac{0}{2}$		$\frac{4}{3}$ $\frac{3}{10}$
	10.0	70.0	20.0		
4. Way useful to you	$\frac{0}{0}$ $\frac{1}{1}$		$\frac{5}{3}$ $\frac{2}{10}$	$\frac{0}{2}$ $\frac{0}{2}$	$\frac{5}{5}$ $\frac{3}{13}$
	8.3		83.3	16.7	
5. Avg length of Pub		$\frac{4}{3}$ $\frac{3}{10}$	$\frac{1}{0}$ $\frac{0}{1}$		$\frac{5}{3}$ $\frac{3}{11}$
		90.9	9.1		
6. Pub Frequency	$\frac{0}{2}$ $\frac{1}{3}$	$\frac{4}{0}$ $\frac{2}{6}$	$\frac{0}{0}$ $\frac{0}{1}$	$\frac{0}{0}$ $\frac{0}{1}$	$\frac{4}{4}$ $\frac{3}{11}$
	27.3	54.6	9.1	9.1	
7. Opinion re Qual	$\frac{1}{0}$ $\frac{1}{2}$	$\frac{4}{2}$ $\frac{2}{8}$	$\frac{1}{1}$ $\frac{0}{2}$		$\frac{6}{3}$ $\frac{3}{12}$
	16.7	66.7	16.7		

8. Topics for future pub

9. Addl Comments/Sugg

office OPGrade level all

No. of responses

40

week ending 5/13

1. How much read?

$$\begin{array}{r} 3 \\ 9 \\ 5 \\ \hline 17 \end{array}$$

42.5

$$\begin{array}{r} 6 \\ 9 \\ 3 \\ \hline 18 \end{array}$$

45.0

$$\begin{array}{r} 1 \\ 0 \\ 4 \\ \hline 5 \end{array}$$

12.5

$$\begin{array}{r} 10 \\ 18 \\ 12 \\ \hline 40 \end{array}$$

2. Degree of Underst.

$$\begin{array}{r} 1 \\ 0 \\ 0 \\ \hline 1 \end{array}$$

2.5

$$\begin{array}{r} 3 \\ 9 \\ 5 \\ \hline 17 \end{array}$$

42.5

$$\begin{array}{r} 6 \\ 8 \\ 7 \\ \hline 21 \end{array}$$

52.5

$$\begin{array}{r} 0 \\ 1 \\ 0 \\ \hline 1 \end{array}$$

2.5

$$\begin{array}{r} 10 \\ 18 \\ 12 \\ \hline 40 \end{array}$$

3. Source of info

$$\begin{array}{r} 3 \\ 5 \\ 2 \\ \hline 10 \end{array}$$

25.0

$$\begin{array}{r} 6 \\ 12 \\ 8 \\ \hline 26 \end{array}$$

65.0

$$\begin{array}{r} 1 \\ 1 \\ 2 \\ \hline 4 \end{array}$$

10.0

$$\begin{array}{r} 10 \\ 18 \\ 12 \\ \hline 40 \end{array}$$

4. Way useful to you

$$\begin{array}{r} 3 \\ 6 \\ 1 \\ \hline 10 \end{array}$$

25.0

$$\begin{array}{r} 2 \\ 2 \\ 4 \\ \hline 10 \end{array}$$

25.0

$$\begin{array}{r} 10 \\ 18 \\ 11 \\ \hline 39 \end{array}$$

97.5

$$\begin{array}{r} 1 \\ 0 \\ 0 \\ \hline 1 \end{array}$$

2.5

$$\begin{array}{r} 16 \\ 26 \\ 16 \\ \hline 58 \end{array}$$

5. Avg length of Pub

$$\begin{array}{r} 1 \\ 0 \\ 3 \\ \hline 4 \end{array}$$

10.3

$$\begin{array}{r} 8 \\ 16 \\ 9 \\ \hline 33 \end{array}$$

84.6

$$\begin{array}{r} 0 \\ 2 \\ 0 \\ \hline 2 \end{array}$$

5.1

$$\begin{array}{r} 9 \\ 18 \\ 12 \\ \hline 39 \end{array}$$

6. Pub Frequency

$$\begin{array}{r} 3 \\ 3 \\ 8 \\ \hline 14 \end{array}$$

34.2

$$\begin{array}{r} 6 \\ 12 \\ 4 \\ \hline 22 \end{array}$$

53.7

$$\begin{array}{r} 1 \\ 2 \\ 0 \\ \hline 3 \end{array}$$

7.3

$$\begin{array}{r} 1 \\ 1 \\ 0 \\ \hline 2 \end{array}$$

4.9

$$\begin{array}{r} 11 \\ 18 \\ 12 \\ \hline 41 \end{array}$$

7. Opinion re Qual

$$\begin{array}{r} 1 \\ 2 \\ 3 \\ \hline 6 \end{array}$$

14.6

$$\begin{array}{r} 8 \\ 14 \\ 9 \\ \hline 31 \end{array}$$

15.6

$$\begin{array}{r} 0 \\ 3 \\ 1 \\ \hline 4 \end{array}$$

9.8

$$\begin{array}{r} 9 \\ 19 \\ 13 \\ \hline 41 \end{array}$$

8. Topics for future pub

9. Addl Comments/Sugg

office OS Grade level

Mr of responses		32		week ending	
	a	b	c	d	
1. How much read?	$\begin{array}{r} 1 \\ 3 \\ 1 \\ \hline 5 \end{array}$ 15.6	$\begin{array}{r} 5 \\ 8 \\ 5 \\ \hline 18 \end{array}$ 56.3	$\begin{array}{r} 1 \\ 2 \\ 3 \\ \hline 6 \end{array}$ 18.8	$\begin{array}{r} 1 \\ 2 \\ 0 \\ \hline 3 \end{array}$ 9.4	8 15 9 <hr/> 32
2. Degree of Underst.		$\begin{array}{r} 1 \\ 1 \\ 1 \\ \hline 3 \end{array}$ 9.4	$\begin{array}{r} 3 \\ 12 \\ 6 \\ \hline 21 \end{array}$ 65.6	$\begin{array}{r} 3 \\ 3 \\ 2 \\ \hline 8 \end{array}$ 25.0	7 16 9 <hr/> 32
3. Source of info	$\begin{array}{r} 0 \\ 0 \\ 1 \\ \hline 1 \end{array}$ 2.9	$\begin{array}{r} 5 \\ 12 \\ 6 \\ \hline 23 \end{array}$ 65.7	$\begin{array}{r} 1 \\ 3 \\ 2 \\ \hline 6 \end{array}$ 17.1	$\begin{array}{r} 2 \\ 3 \\ 0 \\ \hline 5 \end{array}$ 14.3	8 18 9 <hr/> 35
4. Way useful to you	$\begin{array}{r} 1 \\ 3 \\ 1 \\ \hline 5 \end{array}$ 15.6	$\begin{array}{r} 1 \\ 3 \\ 1 \\ \hline 5 \end{array}$ 15.6	$\begin{array}{r} 5 \\ 13 \\ 7 \\ \hline 25 \end{array}$ 78.1	$\begin{array}{r} 3 \\ 2 \\ 2 \\ \hline 7 \end{array}$ 21.9	10 21 11 <hr/> 42
5. Avg length of Pub	$\begin{array}{r} 0 \\ 1 \\ 0 \\ \hline 1 \end{array}$ 3.5	$\begin{array}{r} 4 \\ 11 \\ 8 \\ \hline 23 \end{array}$ 19.3	$\begin{array}{r} 2 \\ 2 \\ 1 \\ \hline 5 \end{array}$ 17.2		6 14 9 <hr/> 29
6. Pub Frequency	$\begin{array}{r} 0 \\ 3 \\ 1 \\ \hline 4 \end{array}$ 12.5	$\begin{array}{r} 3 \\ 10 \\ 5 \\ \hline 18 \end{array}$ 56.3	$\begin{array}{r} 2 \\ 1 \\ 1 \\ \hline 4 \end{array}$ 12.5	$\begin{array}{r} 3 \\ 3 \\ 0 \\ \hline 6 \end{array}$ 18.8	8 17 7 <hr/> 32
7. Opinion re Qual	$\begin{array}{r} 0 \\ 1 \\ 0 \\ \hline 1 \end{array}$ 3.2	$\begin{array}{r} 5 \\ 12 \\ 8 \\ \hline 25 \end{array}$ 80.7	$\begin{array}{r} 1 \\ 0 \\ 1 \\ \hline 2 \end{array}$ 6.5	$\begin{array}{r} 1 \\ 2 \\ 0 \\ \hline 3 \end{array}$ 9.7	7 10 9 <hr/> 31

8. Topics for future pub

9. Addl Comments/Sugg

Office OTR Grade level

No of responses		12		week ending			
How much read?	a		b	c	d		
	$\frac{2}{0}$		$\frac{4}{0}$	$\frac{1}{0}$	$\frac{0}{0}$		7
	$\frac{0}{1}$		$\frac{1}{1}$	$\frac{1}{1}$	$\frac{0}{1}$		3
	$\frac{4}{4}$	33.3	$\frac{5}{5}$	$\frac{2}{2}$	$\frac{1}{1}$	8.3	$\frac{12}{12}$
Degree of Underst.							
			$\frac{2}{0}$	$\frac{4}{2}$	$\frac{1}{0}$		7
			$\frac{1}{1}$	$\frac{2}{1}$	$\frac{0}{1}$		3
			$\frac{3}{3}$	$\frac{7}{7}$	$\frac{2}{2}$	16.7	$\frac{12}{12}$
Source of info							
	$\frac{1}{0}$		$\frac{5}{2}$	$\frac{2}{0}$	$\frac{0}{0}$		8
	$\frac{1}{1}$		$\frac{0}{0}$	$\frac{1}{1}$	$\frac{0}{1}$		3
	$\frac{2}{2}$	15.4	$\frac{7}{7}$	$\frac{3}{3}$	$\frac{1}{1}$	7.7	$\frac{13}{13}$
Way useful to you							
	$\frac{1}{0}$			$\frac{4}{2}$	$\frac{1}{0}$		6
	$\frac{1}{1}$			$\frac{2}{2}$	$\frac{0}{1}$		2
	$\frac{2}{2}$	16.7		$\frac{8}{8}$	$\frac{1}{1}$	8.3	$\frac{11}{11}$
Avg length of Pub							
	$\frac{1}{0}$		$\frac{6}{1}$	$\frac{0}{2}$			7
	$\frac{0}{0}$		$\frac{1}{1}$	$\frac{0}{0}$			3
	$\frac{1}{1}$	9.1	$\frac{8}{8}$	$\frac{2}{2}$			$\frac{11}{11}$
Pub Frequency							
			$\frac{6}{1}$		$\frac{1}{0}$		7
			$\frac{1}{1}$		$\frac{0}{1}$		2
			$\frac{8}{8}$		$\frac{2}{2}$	20.0	$\frac{10}{10}$
Opinion re Qual							
	$\frac{2}{0}$		$\frac{5}{1}$	$\frac{3}{0}$			10
	$\frac{0}{0}$		$\frac{2}{2}$	$\frac{0}{0}$			1
	$\frac{2}{2}$	15.4	$\frac{8}{8}$	$\frac{3}{3}$			$\frac{13}{13}$

3 Topics for future pub

Add Comments/Sugg

Office ODDA Grade level

No of responses		15		week ending	
How much read?	a	b	c	d	
	$\frac{2}{0}$ 3 20.0	$\frac{3}{4}$ 8 53.3	$\frac{1}{1}$ 3 20.0	$\frac{0}{1}$ 1 6.7	$\frac{6}{3}$ 6 15
Degree of Underst.	$\frac{0}{0}$ 1 6.7	$\frac{1}{0}$ 2 13.3	$\frac{4}{4}$ 9 60.0	$\frac{1}{1}$ 3 20.0	$\frac{6}{3}$ 6 15
Source of info	$\frac{2}{1}$ 4 26.7	$\frac{4}{2}$ 5 13.3			$\frac{6}{3}$ 6 15
Way useful to you	$\frac{1}{1}$ 3 20.0 16.7	$\frac{0}{0}$ 1 6.7 5.6	$\frac{6}{3}$ 5 93.3 14 27.8		$\frac{7}{5}$ 6 18
Avg length of Pub		$\frac{6}{3}$ 5 14 93.3	$\frac{0}{0}$ 1 6.7		$\frac{6}{3}$ 6 15
Pub Frequency		$\frac{5}{3}$ 5 13 86.7	$\frac{1}{0}$ 1 2 13.3		$\frac{6}{3}$ 6 15
Opinion re Qual	$\frac{0}{1}$ 1 2 13.3	$\frac{6}{0}$ 4 10 66.7	$\frac{1}{1}$ 1 3 20.0		$\frac{7}{2}$ 6 15

Topics for future pub

Addl Comments/Sugg

Office Other Grade level all

nr. of responses		55				week ending	
How much read?	a	b	c	d			
	9 2 0 <u>11</u>	23 7 5 <u>35</u>	4 3 0 <u>7</u>	1 0 1 <u>2</u>	37 12 6 <u>55</u>		
	20.0	63.6	12.7	3.6			
Degree of Underst.							
	1 0 0 <u>1</u>	1 3 2 <u>12</u>	24 9 2 <u>35</u>	6 0 2 <u>8</u>	38 12 6 <u>56</u>		
	1.8	21.4	62.5	14.3			
Source of info							
	3 4 1 <u>8</u>	28 7 2 <u>37</u>	5 0 5 <u>10</u>	1 0 3 <u>4</u>	37 12 6 <u>55</u>		
	14.6	67.3	10.9	7.3			
Way useful to you							
	5 5 1 <u>11</u>	2 2 2 <u>6</u>	32 10 4 <u>46</u>	5 1 2 <u>8</u>	44 18 9 <u>71</u>		
	20.0	10.9	83.6	14.6			
Avg length of Pub							
	1 0 0 <u>1</u>	30 10 4 <u>44</u>	4 2 2 <u>8</u>		35 12 6 <u>53</u>		
	1.9	83.0	15.1				
Pub Frequency							
	2 3 2 <u>7</u>	25 9 2 <u>36</u>	6 0 0 <u>6</u>	3 0 2 <u>5</u>	36 12 6 <u>54</u>		
	13.0	66.7	11.1	9.3			
Opinion re Qual							
	4 2 2 <u>8</u>	28 9 2 <u>39</u>	6 1 1 <u>8</u>	0 0 1 <u>1</u>	38 12 6 <u>56</u>		
	14.3	69.6	14.3	1.8			

3. Topics for future pub

1. Addl Comments/Sugg